

## Instructions for Compiling the Self Assessment File Checklist

This checklist will assist you in reviewing files for the Self Assessment. It is suggested that you pull your files (a random selection of 10% of the number of children in your local service area from the EETRK “Summary Profile for December 1, 2003 Collection Date”) and complete the Self Assessment File Checklist before attempting to complete the Self Assessment. See the Items Needed for the Self Assessment for other materials you will need to complete the Self Assessment.

As you review each file, you will want to answer the following questions and using hatch marks record the answer on the Self Assessment File Checklist. The number in parenthesis indicates which question from the Self Assessment asks for the required information. It will be easier if you read each of the questions before beginning your file review.

1. (15.) Using definitions defined in federal regulations 34 CFR §303.12, what is the **total number** of services identified on all of the IFSP’s reviewed?

*For each identified service place a hatch mark in the corresponding file’s “ID” column.*

2. (16.) How many services identified, from above, were delivered?

*As you locate identified services, check to see if they were delivered and indicate in the “Del” column.*

3. (17.) How many services identified as delivered in the above question were provided in the child’s natural environment? See the Implementation Guide to Natural Environments if you need help in determining if a service was provided in the child’s natural environment.

*For each service delivered, check to see if it was delivered in the child’s natural environment and if it was indicate that by placing a hatch mark in the “NE” column.*

4. (18.) How many of the services not provided in the child’s natural environment have a written justification that the child’s outcomes would not be met if they were provided in the NE?

*For each incidence where a service was not provided in a child’s natural environment, indicate at the bottom of the second page if there is a written justification.*

5. (13.) How many IFSP’s had the Service Coordinator identified?

*For each file reviewed, indicate with a hatch mark in the “S. Co.” column under the IFSP’s heading if a Service Coordinator was identified on the IFSP.*

6. (19.) From the IFSP's reviewed, how many evaluations were performed within 45 days?

*While reviewing each IFSP, check to see if the evaluation was completed within 45 days of referral. If so, indicate with a hatch mark in the "45" column under the "IFSP's" heading.*

7. (20.) From the IFSP's in the files reviewed, what is the number of infants and toddlers who are making progress toward their outcomes?

*For each file, indicate with a hatch mark in the "Prog." column under the IFSP's heading if the child is making progress toward his or her outcomes.*

8. (21.) How many files were reviewed for transition information?

*For each file reviewed, indicate if it includes transitioning information in the "Tr." column under the Transitioning header. If none of the files that you randomly selected for file review are of children who are in the process of transitioning, choose \_\_\_ files of children who are transitioning and review for questions 8. – 12. (21. – 25.).*

9. (22.) Of the files reviewed, how many include a written transition plan?

*Use hatch marks to indicate the number in the "Plan" column under Transitioning.*

10. (23.) Of those files with a written transition plan, on how many did transition planning begin at least 90 days prior to the child's third birthday?

*Indicate with hatch marks in the "90" column under Transitioning.*

11. (24.) How many children, from the files reviewed, are transitioning to IDEA Part B?

*Use a hatch mark to indicate the answer in column "B" under Transitioning.*

12. (25.) How many children who are **not** Part B eligible are transitioning to each of the listed services?

*When reviewing files, indicate with a hatch mark at the bottom of the second page if any children are transitioning to each of the listed options: private preschool, day care, Early Head Start, home, Head Start. Also list any other options that families utilized.*